VA TMS Quick Reference Guide

Talent
Management
System
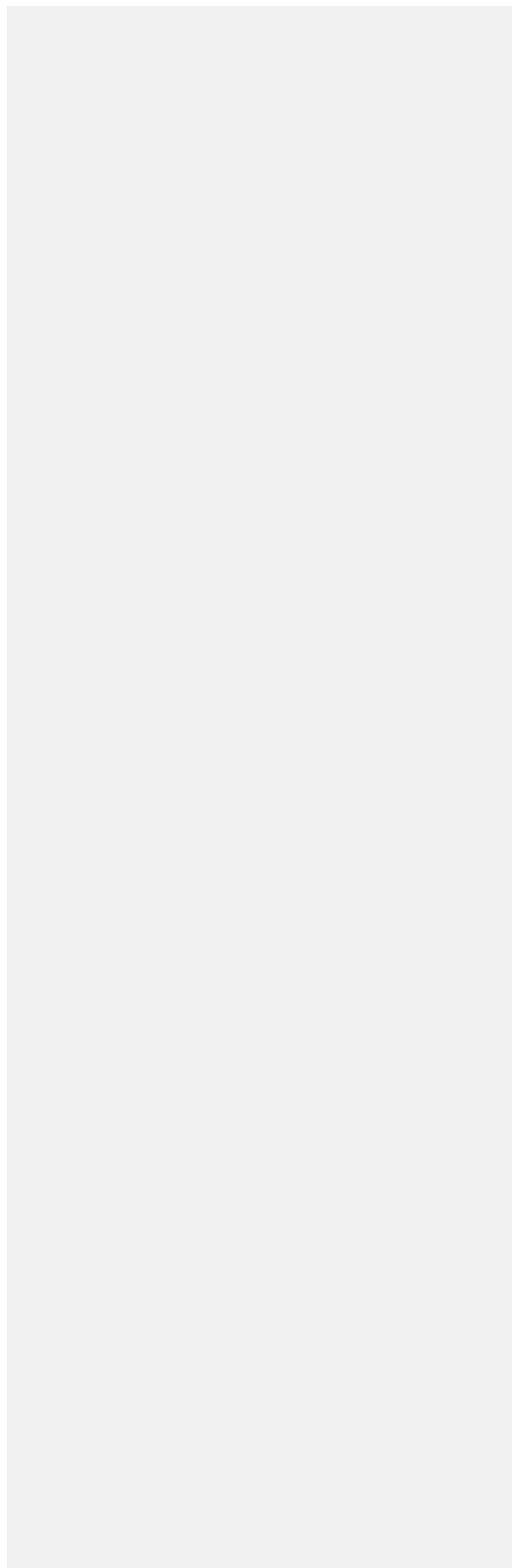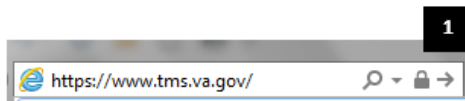
| | Talent Management System | | VALU VA LEARNING UNIVERSITY |

Table of Contents

U.S. Department
of Veterans Affairs

Access the VA TMS

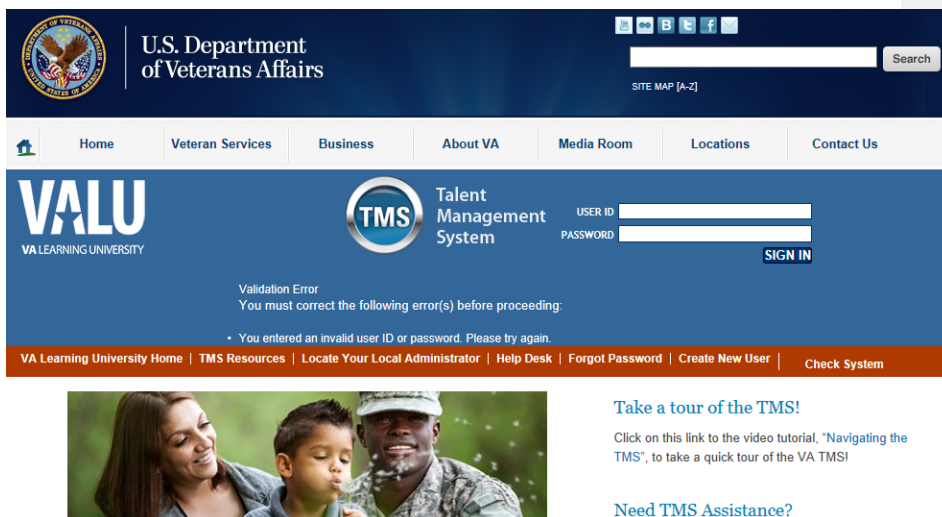1. Enter https://www.tms.va.gov in your Web browser address field and press **Enter**.

2. The VA TMS sign-in page will display. You have successfully accessed the VA TMS.

U.S. Department
of Veterans Affairs

Sign In to the VA TMS as a New User

1. On the VA TMS sign-in screen, enter your **User ID** in the User ID field. (**Note:** See Helpful Hint below.)

2. Enter **NewTMS#1** in the Password field. This is your temporary password.

3. Select **Sign In**. You have successfully signed in to the VA TMS as a new user.

Business	About VA	Media Room	Locations	Conta

Talent Management System

USER ID [   ] **1**
PASSWORD [   ] **2**
SIGN IN **3**

cate Your Local Administrator | Help Desk | Forgot Password | Create New User | Check

Helpful Hint:

Your user ID is in this format: LASTNAME.FIRSTNAMEmmdd (e.g., SMITH.JOHN0501)

- LASTNAME = Your last name, with no hyphen, followed by a period (.)
- FIRSTNAME = Your first name
- mm = The two-digit month of your birth (January = 01, June = 06, December = 12)
- dd = The two-digit day of your birth (01, 15, 30)

U.S. Department
of Veterans Affairs

Sign In and Out of the VA TMS as an Established User

1. Enter https://www.tms.va.gov in your Web browser address field and press **Enter**.
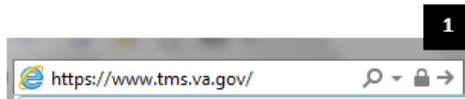
2. On the VA TMS sign-in page, enter your **User ID** in the User ID field.

3. Enter your **password** in the Password field.

4. Select **Sign In**.

5. To end your current session and sign-out of the VA TMS, select **Sign Out** in the upper right corner of any VA TMS page. You have successfully signed in and out of the VA TMS as an established user.

U.S. Department
of Veterans Affairs

Create a New Password

After signing in with the temporary password, the **Password Expired** page appears and you must follow the steps below to create a new password:

1. Enter the temporary password (NewTMS#1) in the **Old Password** textbox.

2. Create a new password and enter it in the **New Password** textbox (**Note:** See Helpful Hint below).

3. Enter your new password again in the **Verify Password** textbox.

4. Select **Apply Changes**. You have successfully created a new password.

User Password has expired. Please Change User Password.

* = Required Fields

The user's password has to be compliant with the following rules:
- The password must contain the following types of characters:
  a. English lowercase letters.
  b. English uppercase letters.
  c. Arabic numerals(0,1,2,...9).
  d. Non alphanumeric special characters (!@#$%^&*_+-={}|[]:'?,./)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 3 passwords.
- Password cannot be same as the E-Signature PIN.
- Password cannot contain the words or phrases within the VA Prohibition list
- The length of the password must be between 12 and 16 characters.

* Old Password :	_____	1
* New Password :	_____	2
* Verify Password :	_____	3

4 [Apply Changes] [Reset]

U.S. Department
of Veterans Affairs

Helpful Hint:

To meet VA strong password rules, your password must:

- Be 8-12 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
  - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
  - Special character (e.g., !@#$%^&*()-_+=\{\}[]<>?/'";:\\|)
  - Not contain your user ID, first name, or last name

U.S. Department
of Veterans Affairs

Create Your Security Questions and Answers

1. Navigate to the **User** home page**.**

2. Select the **Options and Settings** easy link.
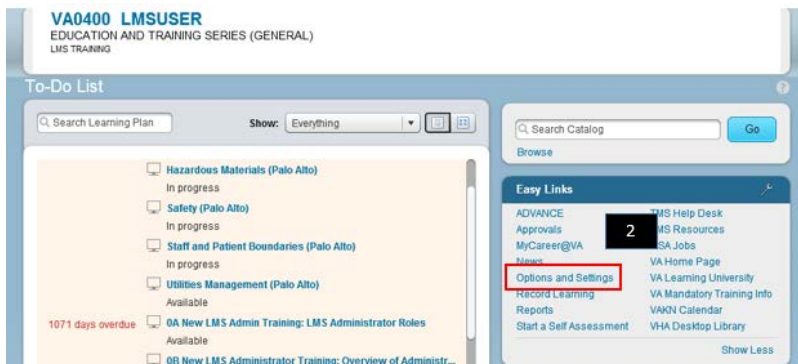
3. On this page, you can create your security questions and answers. Select the **drop-down arrow** of the first security question.

U.S. Department
of Veterans Affairs

4. Select a new security question from the drop-down list.

Update Account Security Information
* = Required Fields

Password:	********
* **Question 1**	What is the name of your favorite childhood friend?
* **Response**	In what city does your nearest sibling live?
* **Confirm Response**	What street did you live on in third grade?
* **Question 2**	In what city or town was your first job?
* **Response**	What is your oldest sibling's middle name?
* **Confirm Response**	What is your oldest cousin's first name?
	In what city or town did your mother and father meet?
	In what city did you meet your spouse - significant other?
	What was the name of your first stuffed animal?
	What is the first name of the boy or girl that you first kissed?

[4]

5. Enter a response and confirm your response. (**Note:** Your response is case sensitive.)

Update Account Security Information
* = Required Fields

Password:	********
* **Question 1**	What street did you live on in third grade?
* **Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
* **Confirm Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
* **Question 2**	In what city or town was your first job?
* **Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
* **Confirm Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

[5]

6. Select the **drop-down arrow** of the second security question.

Update Account Security Information
* = Required Fields

Password:	********
* **Question 1**	What is the name of your favorite childhood friend?
* **Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
* **Confirm Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
* **Question 2**	In what city or town was your first job?
* **Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
* **Confirm Response**	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

[6]

U.S. Department of Veterans Affairs

7. Select a new security question from the drop-down list.

Update Account Security Information
* = Required Fields

Password:	********
* Question 1	What street did you live on in third grade?
* Response	••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••
* Question 2	In what city or town was your first job?
	What is the name of your favorite childhood friend?
* Response	In what city does your nearest sibling live?
	What street did you live on in third grade?
* Confirm Response	What is your oldest sibling's middle name?
	What is your oldest cousin's first name?
	In what city or town did your mother and father meet?
	In what city did you meet your spouse - significant other?
	What was the name of your first stuffed animal?
	What is the first name of the boy or girl that you first kissed?

7

8. Enter a response and confirm your response. (**Note:** Your response is case sensitive.)

9. Select **Apply Changes.** You have successfully updated your security questions.

Update Account Security Information
* = Required Fields

Password:	********
* Question 1	What street did you live on in third grade?
* Response	••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••
* Question 2	In what city or town was your first job?
* Response	••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••

8

9 [Apply Changes] [Reset]

Helpful Hint:

- Your security answer is case-sensitive.

U.S. Department
of Veterans Affairs

Change Your Password

1. Navigate to the **User** home page**.**

2. Select the **Options and Settings** easy link.
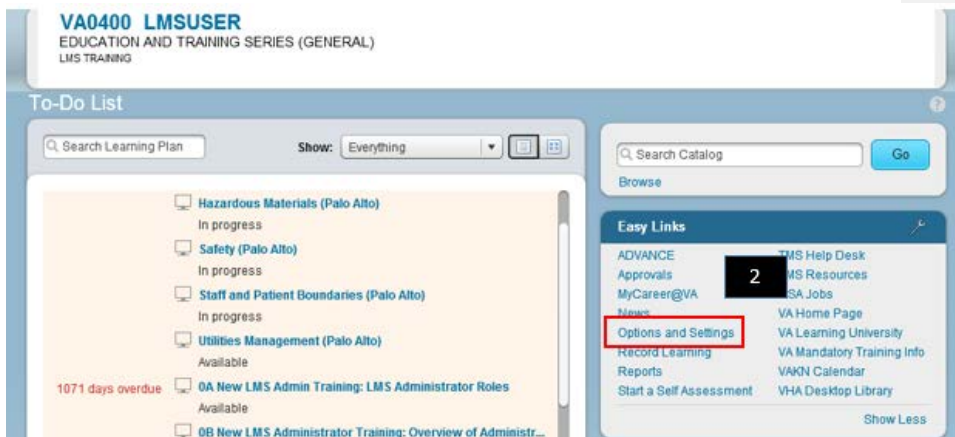
3. On this page, you can update your account security information. Select **Password**.

U.S. Department
of Veterans Affairs
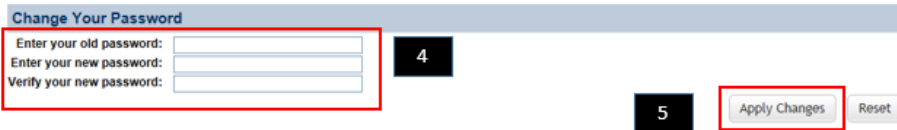
4. Enter your **old password**. Enter your **new password** and then verify it. Be sure to follow the password requirements listed on this screen.

5. Select **Apply Changes**. You have successfully changed your password.
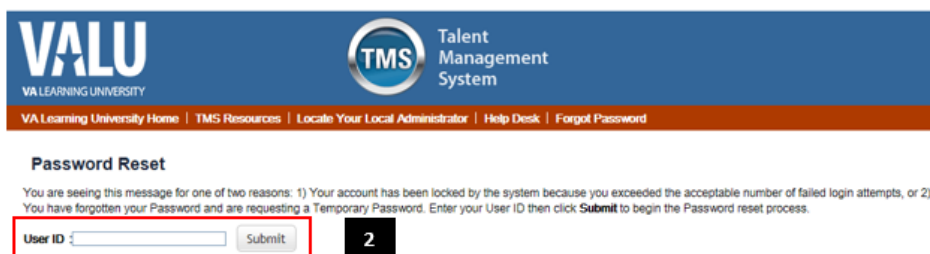
Change Your Password

Enter your old password:	
Enter your new password:	
Verify your new password:	

4

5   Apply Changes   Reset

Helpful Hint:

To meet VA strong password rules, your password must:

- Be 8-12 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
    - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
    - Special character (e.g., !@#$%^&*()-_+=\{\}[]<>?/'";:\\|)
    - Not contain your user ID, first name, or last name

U.S. Department
of Veterans Affairs

Retrieve a Forgotten Password

1. Select the Forgot Password link on the VA TMS sign-in page.

2. Enter your **User ID** in the textbox and select **Submit**. Your password will be sent to your email account. You have successfully retrieved a forgotten password.

Helpful Hint:

- If you are unable to receive your password via email, contact your supervisor or local VA TMS administrator for assistance.

U.S. Department of Veterans Affairs

Update Your Talent Profile
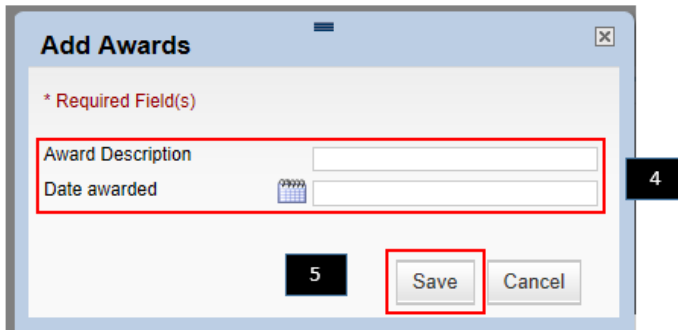
1. Navigate to the **User** home page**.**

2. Select your **User Name** link**.**
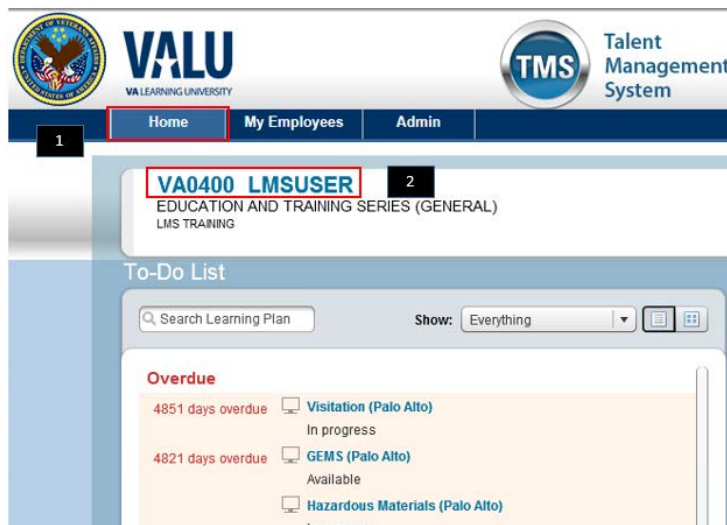
3. This page displays your talent profile. You can edit any section that has a pencil icon next to it. For example, select the **pencil icon** next to Awards.

**U.S. Department
of Veterans Affairs**
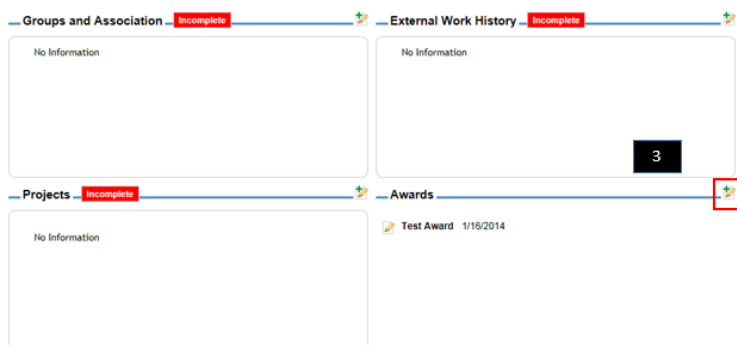
4. Add an **Award Description** and **Date Awarded.**

5. Select **Save.** You have successfully added an award to your talent profile. Continue to add information to your talent profile by selecting the pencil icon in the different areas.

U.S. Department of Veterans Affairs

Add a Supervisor

1. Access your talent profile (by selecting your name link on the home page) and select the **pencil icon** next to **Employee Information**.

Employee Information ✎

User ID:	LMSUSER.V0400
Employee Type:	VA Employee
Employee Status:	Full Time
Number of Direct Reports:	1
Domain:	Load Test Domain
Role:	System Default User Role

1

2. Select the **Supervisor ID magnifying glass icon**.

Edit Employee Information ☒

* Required Field(s)   **2**

Supervisor ID 🔍
Resume Location
Coach ID 🔍
Summary Statement

3990 characters remaining

eProfile ID:

Save   Cancel

U.S. Department of Veterans Affairs

3. Enter your search criteria and select **Search**.

Search Users

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

Case sensitive search:	○ Yes ● No
User ID:	Starts With ▼
Last Name:	Starts With ▼
First Name:	Starts With ▼
Middle Initial:	Starts With ▼
Role ID:	Starts With ▼
User Status:	● Active ○ Not Active ○ Both
Profile Status:	○ Active ○ Expired ● Both
Status:	○ Locked ○ Unlocked ● Both
Email Address:	Starts With ▼
Domains:	Starts With ▼
Employee Types:	Starts With ▼
Position ID:	Starts With ▼
Native Deeplink User:	○ Yes ○ No ● Both

3
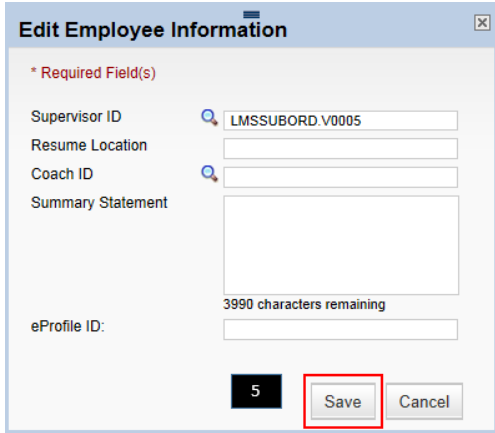
Search   Reset

4. Select the correct supervisor from the search results.

View Users Results

User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	
LMSSUBORD.V0002	LMSSUBORD, VA0002	TEST	82	TEST.040		Select
LMSSUBORD.V0003	LMSSUBORD, VA0003	TEST	82	TEST.040	4	Select
LMSSUBORD.V0004	LMSSUBORD, VA0004	TEST	82	TEST.040	1	Select
LMSSUBORD.V0005	LMSSUBORD, VA0005	TEST	82	TEST.040	1	Select
LMSSUBORD.V0006	LMSSUBORD, VA0006	TEST	82	TEST.040	1	Select
LMSSUBORD.V0007	LMSSUBORD, VA0007	TEST	82	TEST.040	1	Select
LMSSUBORD.V0008	LMSSUBORD, VA0008	TEST	82	TEST.040	1	Select
LMSSUBORD.V0009	LMSSUBORD, VA0009	TEST	82	TEST.040	1	Select
LMSSUBORD.V0010	LMSSUBORD, VA0010	TEST	82	TEST.040	1	Select

U.S. Department
of Veterans Affairs

5. Select **Save.** You have successfully added a supervisor to your talent profile.

Edit Employee Information

* Required Field(s)

Supervisor ID	🔍 LMSSUBORD.V0005
Resume Location	
Coach ID	🔍
Summary Statement	

3990 characters remaining

eProfile ID:

5 Save Cancel

U.S. Department
of Veterans Affairs

Search the VA TMS Catalog

Conduct Keyword Searches

1. Navigate to the **User** home page where there is a textbox for conducting keyword searches in the VA TMS catalog**.**

2. Enter letters or words in the textbox to return all catalog items containing that information.

3. Select **Go.**

4. From this screen, you can add items to your To-Do List, request schedules, and launch online content. **NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.

5. Refine your search by selecting or deselecting the different types of training listed at the top of the screen.

6. Select **Go**.

U.S. Department
of Veterans Affairs

7. Select **Advanced Search** to conduct a more in-depth search of the VA TMS catalog.

8. Select **Keywords** for your advanced search.

9. Enter **advanced search criteria** using the drop-down lists and Select links.

10. Select **Search.** You have successfully conducted a keyword search in the VA TMS.

Helpful Hints:

- Be as specific as possible when entering your search criteria.
- Look for learning items by item number for faster and easier searches.

U.S. Department
of Veterans Affairs

Browse the VA TMS Catalog

1. In addition to conducting keyword searches, you can also browse the VA TMS catalog. Select **Browse** on your home page**.**

2. Select the **plus sign** to view all topics under a particular subject area.
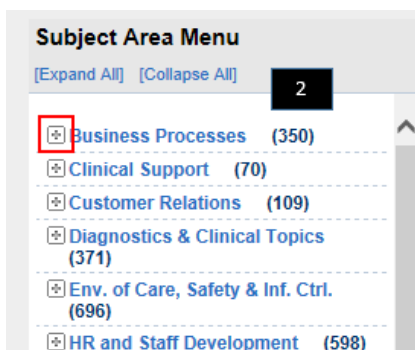
3. Select a **topic** to view all related catalog items.

U.S. Department
of Veterans Affairs

4. Select **Calendar of Offerings.**

5. This screen displays all scheduled offerings of the topic you've selected according to date. Select **Month**, **Week**, or **Day** to change your calendar view.

6. Select **Calendar Search** to search for catalog items on your calendar.

7. Select **Calendar Options** to update your calendar preferences, such as the first day of the week. You have successfully browsed the VA TMS catalog.

U.S. Department
of Veterans Affairs

View Your To-Do List

1. Navigate to the **User** home page to view your To-Do List**.**

2. Your To-Do List will always show **Overdue** items first, highlighted in red. Next, **items due within a week**, **due within a month**, and then **due later** will display. **Items with no due date** will appear at the bottom.

3. Each item on the To-Do List has an icon next to it to indicate the type of training. The **instructor** icon indicates instructor-led training. The **computer** icon indicates online training. The **instructor/computer** icon indicates blended learning. The **page** icon indicates something other than training, such as an assessment or survey.

U.S. Department
of Veterans Affairs

4. When you place your cursor over an item in **List View**, a new window appears that provides more information about the item and links to various actions.

5. Select **View Details**.
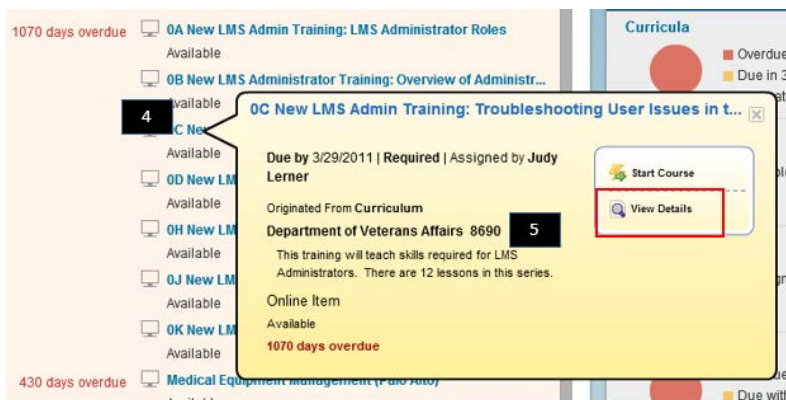
6. This page displays all of the details for the course. Select **Start Course** to launch the online content.

7. Select **Back** to return to your home page.
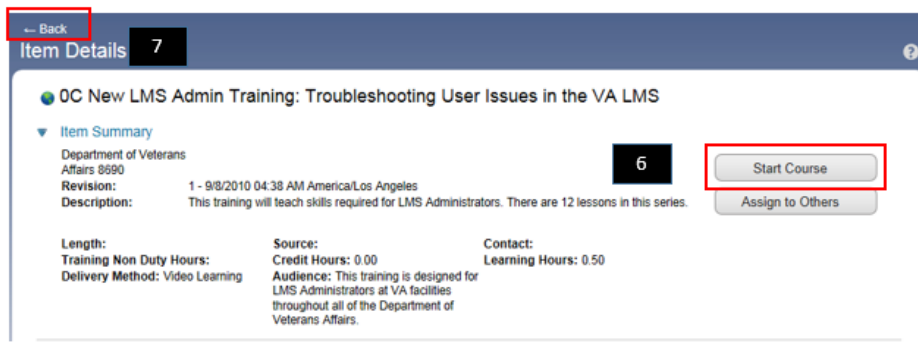
8. Select the **Card View** icon to change the view of your To-Do List from a list to individual cards. You can take actions such as **Start Course** or **View Details** from this view. You have successfully viewed your To-Do List.

U.S. Department
of Veterans Affairs

Search Your To-Do List

1. Enter keywords in the **Search** textbox to search for items on your To-Do List.
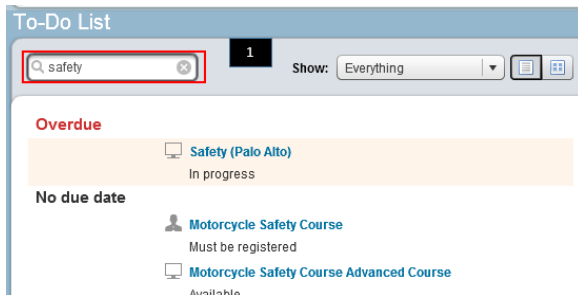
2. Select the **Show** drop-down list to customize your search. For example, you can select **Online Courses** to display only your online courses. You have successfully searched your To-Do List.
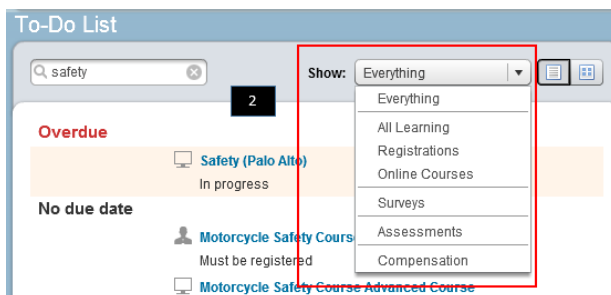
Add Items to Your To-Do List

1. In the Catalog Search Textbox on the user home page, enter letters or words to return all catalog items containing that information.

2. Select **Go**.

3. You can also select the **Browse** link to search for courses.

4. Once you find the desired course on the Catalogs Search Results page, select **Add to Learning Plan** to add the item to your To-Do List. You have successfully added items to your To-Do List.

U.S. Department
of Veterans Affairs

Helpful Hints:

- Not all items can be automatically added to your To-Do List. However, you can usually self-register for an online course and add it to your own To-Do List, and some classroom-based training may also allow self-registration.
- For items that do not allow self-registration, follow the VA TMS prompts to request registration pending approval from your supervisor or administrator.

U.S. Department
of Veterans Affairs

Remove Items from Your To-Do List

1. To remove an item, hover over an item (in List View) on your To-Do List on the User home page.

2. Select the **Remove** link.
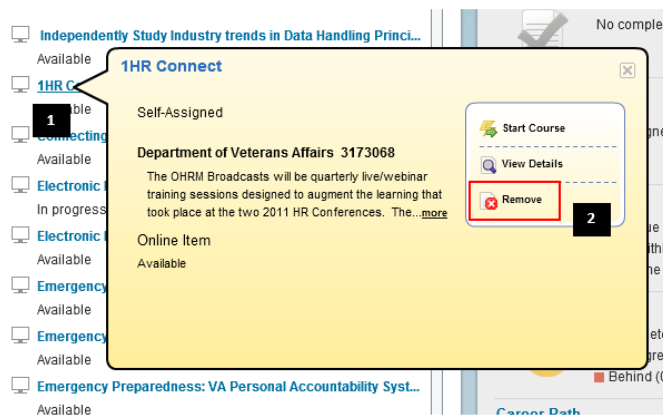
3. Select **Yes** to confirm that you want to delete the item. You have successfully removed an item from your To-Do List.
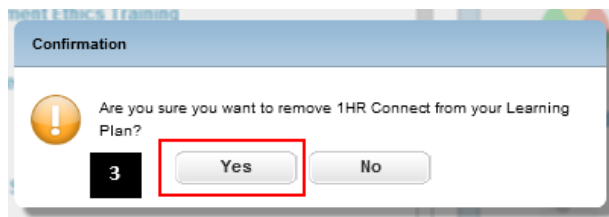
Helpful Hints:

- You can only remove items that you have added yourself. Items assigned by someone else can only be removed by an approved administrator.
- Supervisors can remove assigned learning from their direct reports' To-Do Lists only if they added the item.

U.S. Department of Veterans Affairs

Register for VA TMS Courses

1. Navigate to the **User** home page**.**

2. Select **Browse**.

3. Select **Advanced Search**.

4. Enter your **advanced search criteria.**

5. Select **Search.**

U.S. Department
of Veterans Affairs

6. Select **Add to Learning Plan. NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.

7. Select **Home** to return to your To-Do List.
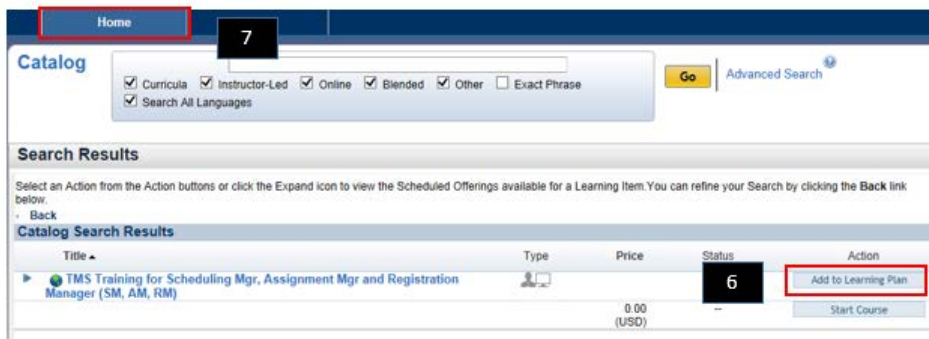
8. Hover over the item on your To-Do List and select **Register Now**.

U.S. Department
of Veterans Affairs
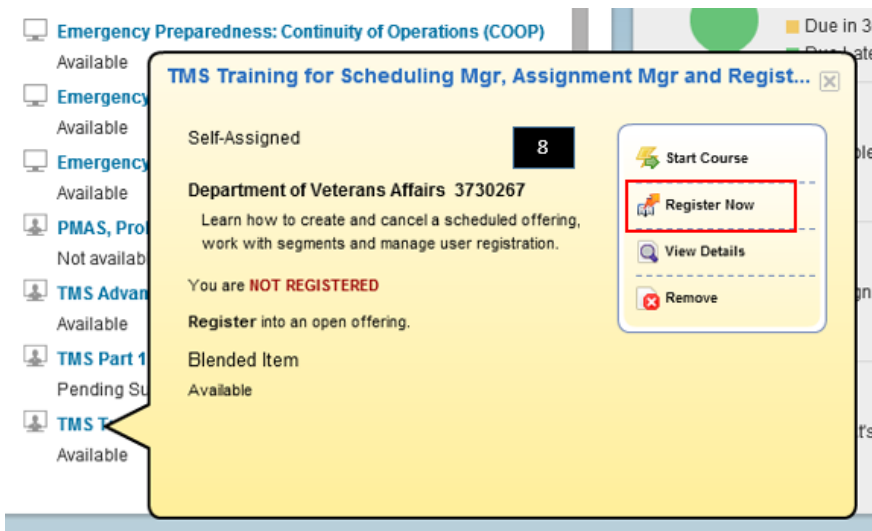
9. Select **Register Now** for the scheduled offering you wish to participate in.

10. Enter any comments you would like associated with your registration.

11. Select **Confirm.** You have successfully registered for a VA TMS course.

U.S. Department
of Veterans Affairs
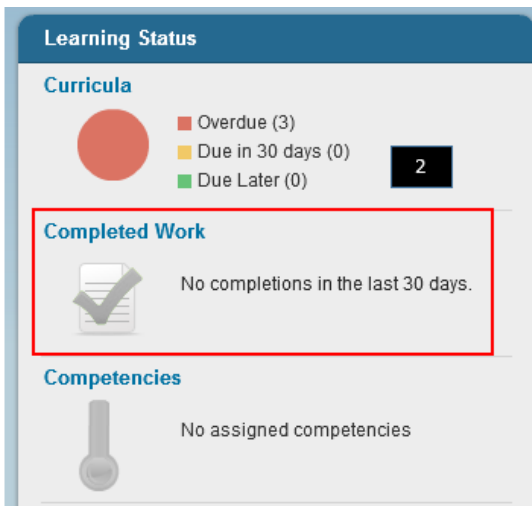
Access and Filter Completed Work

1. Navigate to the **User** home page.

2. Select the **Completed Work** tab in the Learning Status section of your home page.

U.S. Department
of Veterans Affairs

3. This page lists all of the learning events that you have completed, along with their status and completion dates. Select the **drop-down arrow** next to **Show Completions** to filter the view of your completed work. This feature allows you to display completed work after, before, or between certain dates.

4. For example, if you select **Between** from the drop-down list, you will enter specific date range and then select **Find**. Only those completed items within the date range will appear. You have successfully accessed and filtered your completed work.

U.S. Department
of Veterans Affairs

Print Completion Certificates

1. If you hover over an item on your Completed Work page, you can choose to view details, print a completion certificate, or review content. Select **Print Certificate.**

2. You have successfully printed a completion certificate. Below is a sample **Certificate of Completion**.
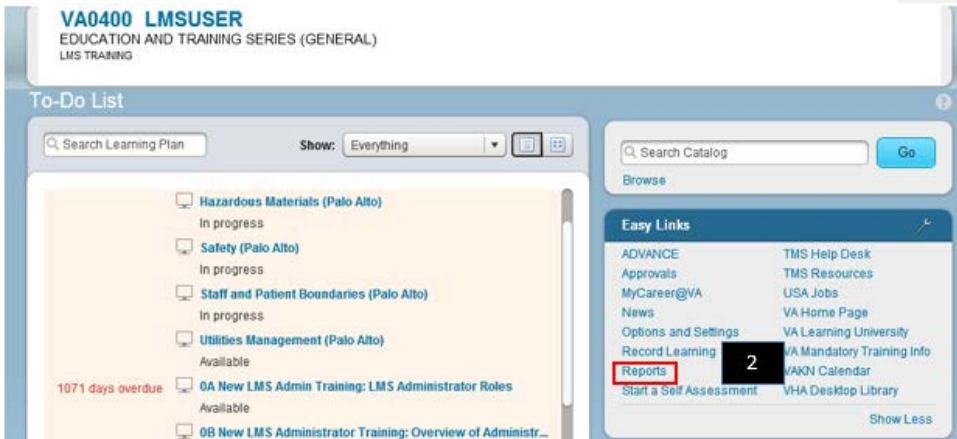
U.S. Department
of Veterans Affairs

Print Your Learning History

1. Navigate to the **User** home page**.**

2. Select the **Reports** easy link.

3. This page lists all of the reports that you can run on yourself in the VA TMS. Select the **plus sign** next to **Learning History**.
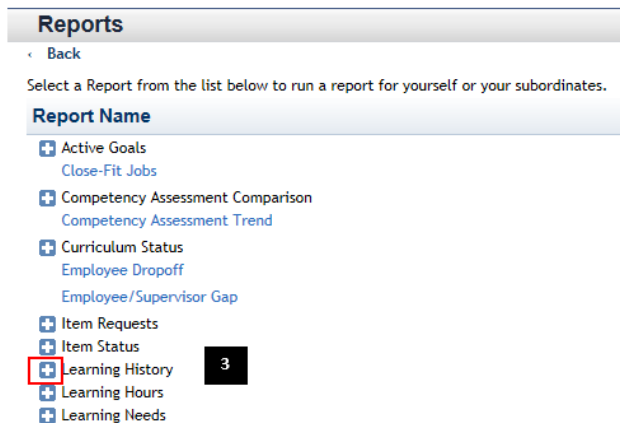
4. Select **Learning History** from the drop-down list. **Note:** The Learning History (CSV) option will generate your report into an Excel format.
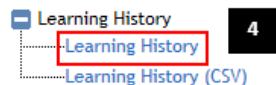
6. This page allows you to enter specific criteria in order to filter report results. You can choose to run a report for **Self**, **Direct Subordinates**, **All Subordinates**, or **All**.

7. You can add a **Report Title** and **header** or **footer**.

8. You can send the report to your **browser** or **local file**. The browser is the most common default.

9. You can select the **Report Format** as html or .pdf.

10. In some organizations, users' IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.

11. You can check **Page Break Between Records** if you want to start each report record on a new page.

U.S. Department
of Veterans Affairs

12. You can select the **calendar icon** to enter date ranges for reports.

13. You can select the **Report Type** as Summary or Detail.

14. You can choose to include **Item Events**, **External Events** or **Both** in your report.

15. You can choose to **Print Comments** in your report.

16. You can choose to **Sort Items** by Completion Date or Item ID.

17. Once you have entered your report criteria, select **Run Report**. You have successfully printed your Learning History.
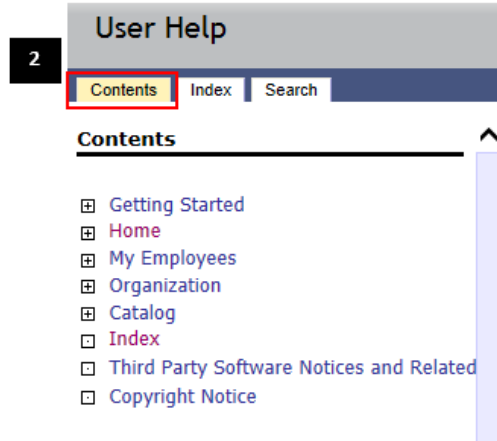
U.S. Department
of Veterans Affairs

Access and Navigate VA TMS Help

1. Select the **Help question mark icon** which is located in the upper right portion on every VA TMS page.


2. From here you can access three different Help functions – Contents, Index, or Search. Select **Contents** to choose a topic and learn more about it.

U.S. Department
of Veterans Affairs

3. Select **Index** to view a detailed, alphabetical list of subject areas that you can choose to learn more about.

4. Select **Search** to open a textbox where you can type and search on keywords. You have successfully accessed and navigated the VA TMS Help.
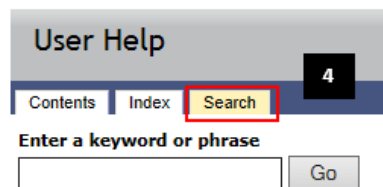
Helpful Hints:

- Select the TMS Help Desk easy link to locate contacts for additional assistance with the VA TMS.

U.S. Department
of Veterans Affairs